|  |
| --- |
| **अखिल भारतीय वाक्‍-श्रवण संस्थान - 06****ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE-06****संप्रेषन न्यूनता व्यक्तियों के लिए टेली केंद्र****TELE-CENTER FOR PERSONS WITH COMMUNICATION DISORDERS** |

SH/TCPD/Monthly report/2019-20 दिनांक/ Date: 03.04.2020

निदेशक को प्रसतुत/ Submitted to the Director:

संप्रेषणन्यूनता व्यक्तियों के लिए टेली केन्द्र की 01.03.2020 – 31.03.2020 अवधि का मासिक रिपोर्ट को आपके अवलोकन एवं आवश्यक कार्रवाई के लिए प्रस्तुत किया जा रहा है। रिपोर्ट को director@aiishmysore.in एवं monthlyreports@aiishmysore.in पर भेजा गया है।

The monthly report of the Tele-center for Persons with Communication Disorders covering the period from 01.03.2020 – 31.03.2020 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in and monthlyreports@aiishmysore.in.

Dr. Jayashree C Shanbal / डॉ। जयश्री सी शानबाल

 Head -TCPD / केंद्र के मुख्यस्थ - टी सी पी डी

|  |
| --- |
| **Monthly Reports of the staff** |
| **Dr. Yashaswini R, Clinical Supervisor** |
| Tele-Assessment - VC | 00 | 00 |
| Tele-Intervention - VC | 00 | 00 |
| Tele-Assessment | - | - |
| Tele-Intervention | 01 | 04 |
| E-mails Queries | - |  |
| Counselling for enrolment at TCPD (telephone enquiries) | 01 |
| Telephone | - |
| Assistance for Administrative Activities | Clinical* Session supervision for Mr. Keshav, client handled by Ms. Kavya on 12.3.2020.

Academic* Discussion with Ms. Malavi and Ms. Kavya regarding changes that needed to be made in the student training formats as per the instructions of Head-TCPD. To remove the activity of article presentation and marks allotted for the same in all formats.

Research * Working on a research article on telepractice (title not yet decided)

Public Education* Discussed with Ms.Pratyasha regarding the AVs of KV project and explained the procedure to edit the AVs.
* Retrieved the handing over of the batch 2017-18 and saved it in the external hard disc. Retrieved the work submitted on KV project.
* Meeting with Head-TCPD on KV project work on 13.3.2020. I was instructed to change the watermark on the slides and the copyright year. After this, the slides have to be synchronized with the voice over using Corel video studio software.
* Editing the slides for “S**creening and Classroom Management of Biliteracy Skills”**
* Prepared 10 tag lines for Autism awareness month and submitted to Head-TCPD on 16.3.2020. discussed with Ms. Dafiyah regarding the pending work for Autism awareness month, placed work order for logo designing to DMD.
* Retrieved Tinnitus app CD cover and brochure and placed work order for the same. Made copy of the app.
* Working on script writing for Autism with Ms. Malavi in Kannada.

Infrastructure* Enquired with Electronics dept. regarding C-drive repair.
* Received the external hard disc without repair
* Sent a CPU for repair to the Electronics Dept. on 12.3.2020
* Got the name board for Head-TCPD fixed in the office room. Bill settlement for the same was done.
* Returned the laptop borrowed from SLS on 16.3.2020.
* The system that I used broke down, trouble shooting for and fixing the same on 16.3.2020.
* Monitoring the fixing of waiting chairs indented from TCPD on 16th and 17th March, 2020. Bill certification, entry in the stock register of TCPD for the same.

Administrative*ISO Related** ISO internal audit was carried out on 4.3.2020 by Mr. Bharath, Stores section at 4:00 to 5:30 pm. The suggestions and comments were noted.
* Meeting with Head-TCPD on process manual modification on 5.3.2020.
* ISO process manual modification initiated based on the Internal audit report and instructions of Head-TCPD, first draft of the same mailed to Head-TCPD on 23.03.2020

[*www.aiishtcphelpline.in*](http://www.aiishtcphelpline.in) *related** Discussed with Mr. Keshav Belagod regarding the issues related to the website purchase order (over telephone) and conveyed the same to Head-TCPD on 10.3.2020.
* Drafted letters to Purchase section on the AMC to Swift Solutions for the year 2019-20 with e-mail attachments that were communicated to TCPD and processed the letters.
* Contacted Accounts section to enquire about the PO for MS swift solution for the years 2018-19.

*Electronics Dept.** Drafted letters requesting weekly deputation of staff from Electronics for maintenance of systems and other electronic equipment in TCPD and mailed to Head-TCPD
* Drafted letters requesting server space to save official data of TCPD to HoD Electronics and mailed to Head- TCPD.

Others* Prepared and submitted the report on immovable property to PL section on 5.3.2020
* Half day CL on 9.3.2020
* Visit to University of Mysore to enquire about the convocation dates, fees and procedure.
* Work From Home (24.3.2020)
 |
| Tele-Assessment – VC | 00 |
| **Ms. Kavya S Murthy, Audiolgist Gr. 1** |
| Tele-Assessment - VC | - | - |
| Tele-Intervention - VC | - | - |
| Tele-Assessment | 2 | 3 |
| Tele-Intervention | 8 | 42 |
| Activities carried out |  |
| Clinical | * Preparation of Power Point Presentation and material for Clients.
* Review and updating of clinical materials available at the department.
* Observed videos of few clients availing services from TCPD
* Carried out tele assessment and tele intervention for the allotted cases.
* Counseling cases who enroll to TCPD.
* Updated the Clinical monthly back up in the hard drive.
 |
| Academic | * Attended article presentation done by students posted in TCPD.
* Attended Clinical and Journal conference.
* Attended PhD VIVA 07.02.2020
* Student training- Oriented II MSc Audiology students regarding TCPD.
* Evaluated and maintained attendance, module, article list for Audiology Masters students.
* Updated the Audiology student Articles in Mendeley Software.
* Attended article presentation done by students posted in TCPD.
* Compiled C1 marks for the II MSc Audiology Students posted in TCPD.
 |
| Research  | - |
| Public Education | - |
| Infrastructure | - |
| **Ms. Prathyasha J, SLP Gr. 1** |
| Tele-Assessment - VC | - | - |
| Tele-Intervention - VC | - | - |
| Tele-Assessment | 1 | 2 |
| Tele-Intervention | 9 | 51 |
| Activities carried out |  |
| Clinical | * Preparation of Power Point Presentation and material for Clients.
* Review and updating of clinical materials available at the department.
* Carried out tele assessment and tele intervention for the allotted cases.
* Counselling cases (Hindi) wishing to enrol at TCPD.
* Preparation of templates for tele-rehabilitation of Persons with Learning Disability
 |
| Academic | * Attended article presentation done by students posted in TCPD.
 |
| Research  | - |
| Public Education | * Participated in walkathon organised by Department of POCD on 3.3.2020 (World Hearing Day).
* Wrote public education article for Autism Awareness Month in English and Hindi
* Worked on AIR article for Autism Awareness Day.
* Worked on organising tele-orientation participants for Autism Awareness Month
 |
| **Ms. Malavi Srikar, SLP Gr. 1** |
| Tele-Assessment - VC | - | - |
| Tele-Intervention - VC | - | - |
| Tele-Assessment | 1 | 1 |
| Tele-Intervention | 10 | 52 |
| Activities carried out |  |  |
| Clinical | * Preparation of Power Point Presentation and material for Clients
* Review and updating of clinical materials available at the center
* Counseling cases wishing to enroll at TCPD
 |
| Academic | * Student training- Oriented students regarding TCPD and trained them for tele-sessions
 |
| Research  | - |
| Public Education | * Wrote an Article (Kannada)to spread awareness about ASD
* Worked on a script for an AIR Feature tospread awareness about ASD for World Autism Awareness Month
* Contacted Participants for tele-orientation with regard to World Autism Awareness Month
 |
| Infrastructure | - |
| Administrative  | * Attended meeting by Head-TCPD with staff TCPD on 05.03.2020, regarding ISO audit
* Attended tele-meeting by Head-TCPD with staff TCPD on 26.03.2020, regarding World Autism Awareness Month
* Compiled cases to be assigned and case reports
* Assigned cases and updated clinical schedule/Labels
* E-mailed all the cases allotted regarding the commencement of therapy sessions
* Updated cases in the Skype therapy register
* E-mailed consent and undertaking forms to clients
 |
| **Ms. Shalini M, SLP Gr. 1** |
| Tele-Assessment - VC | - | - |
| Tele-Intervention - VC | - | - |
| Tele-Assessment | - | - |
| Tele-Intervention | 9 | 73 |
| Activities carried out |  |
| Clinical | * Carried out Tele-assessment and Tele- intervention for the allotted clients
* Preparation of Power Point Presentation and digital materials
* for the Clients
* Counselling of the clients for the Tele-rehabilitation services
 |
| Academic | * Oriented students about the objectives of TCPD and also regarding the Tele-rehabilitation
* Trained students to take up the Tele-rehabilitation sessions
 |
| Research  | - |
| Public Education | * Attended Meetings with Head, TCPD for the preparation regarding the Tele-orientation on ASD and other communication disorders
* Contacted various individuals for the participation in the Tele-orientation
* Prepared and modified the slides for Tele-orientation
* Prepared and modified the Pre- Post questionnaire and feedback form for the Tele-orientation
* Compiled the list of target population for Tele-orientation.
* Prepared the orientation letters for lighting up blue of the Central Government Institutes.
* Compiled the contact details of the various Central Government Institutes and Offices in Mysuru.
 |
| Infrastructure | - |
| **Ms. Thanuja D, SLP Gr. 1** |
| Tele-Assessment – VC | - | - |
| Tele-Intervention – VC | - | - |
| Tele-Assessment | 3 | 6 |
| Tele-Intervention | 10 | 51 |
| Activities carried out |  |
| Clinical | * Preparation of Power Point Presentation and material for Clients
* Counseling cases who enroll to TCPD
 |
| Academic | * Student training- Oriented students regarding TCPD and trained them for tele sessions.
 |
| Research  | - |
| Public Education | * Arrangements for Tele-Orientation and Autism Awareness Month
* Assisted in the preparation of Google forms for the Tele-Orientation and Pre and Post Questionnaires for the same
* Contacted with the clients for the Tele-Orientation program
* Preparation of the list of target population for the Tele-Orientation
 |
| Infrastructure | - |
| Administrative  | * Attended meeting by Head-TCPD with staff TCPD on 03.03.2020, 04.03.2020, 05.03.2020 and 23.03.2020
* Assembled the required documentations for ISO Internal Audit (March) 2020
* Compiled cases to be assigned and case reports
* Assigned cases and updated clinical schedule
* Mailed all the cases allotted regarding the commencement of therapy sessions
* Updated Counseling register and referral register
* Updated cases in the Skype therapy register
* Mailed consent and undertaking forms to clients
* Assisted in the preparation of Minutes of Meeting for the meeting held by Head-TCPD on 27.03.2020 with Ms Shalini M
* Preparation of powerpoint templates for Voice Disorders- In progress
 |
| Any other  | - |

**Ms. Nithyashree R., Junior Technical Writer**

|  |  |
| --- | --- |
| **Nature of Service** | **Work done** |
| Content Dev/ modifications / Translation with typing  | * Development of content for an Article on Autism awareness in Kannada with Ms. Malavi, SLP
* Audio Script for AIR on Autism Awareness in Kannada with Ms. Malavi, SLP – ongoing
 |
| Assistance for Administrative Activities |  |
| Any other  | Assistance in proof reading and editing of the translated content of TCPD website material |

1. **ACADEMIC AND ADMINISTRATION ACTIVITIES**
2. Short-term Training Programs:- Nil
3. Clinical Observation Posting of Students from other Institutes: Nil
4. Virtual Seminars/Conferences/Workshops/ Staff enrichment program - Nil
5. Additional Academic Services rendered by the Faculty and Staff-:
6. Student training at TCPD
	* M.Sc. (SLP)- 04
	* M.Sc. (AUD)– 01
7. Curriculum Development: NIL
8. Service in Academic bodies of other Organizations: NIL
9. Books/Book Chapters/ Other Resource Materials prepared: NIL
10. Any Other:
* ISO Internal Audit for TCPD on 04.03.2020
* Meeting conducted for staff by Head-TCPD about ISO on 05.03.2020.
* Meeting conducted for staff by Head-TCPD about Autism Awareness Day through conference Phone call on 26.03.2020.

**II. RESEARCH ACTIVITIES**

1. Research Projects: Non Funded - TCPD- Kendriya Vidyalaya Collaborative Project
2. Completed Research Projects: Nil
3. Projects with Extramural Funding: “Improving Diagnosis and access to health care services for persons with Dementia using android base applications by community health workers” – Dr. S P Goswami
4. Ongoing Research Projects: NIL
5. Research Papers presented at National/International Conferences/ Seminars (in APA format)
6. Research Papers Published
* Papers published in National /International Journals : NIL
* Papers published in Conference/Seminar Proceeding: NIL
* Research Papers in press: NIL
* Books published (in APA format):NIL
* Book chapters published (in APA format) NIL
* Books in press: NIL
* Books/Manuals/Seminar Proceedings edited- NIL
* Journal Editorship- NIL
* Scholarly Reviewing Activities- NIL
* Ongoing Research: NIL

**III. Development of Resource Materials**

1. Publicity and Information: NIL
2. Camps: NIL
3. Orientation Program: NIL
4. Public Lecture Series: NIL
5. Media publications:NIL

 **IV. AWARDS AND HONORS RECEIVED BY FACULTY AND STAFF: NIL**

 **V**. **Clinical Services**

**Out-reach Clinical/rehabilitation/Special educational activities through tele-practice**

**Tele- Diagnosis & Rehabilitation:**

1. **Statistics of clinical work for Tele-assessment (Sessions):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.Jayashree C.Shanbal(cases reviewed) | 06 | - | - | - | - | 06 |
|  | Dr. Yashaswini R | 04 | - | - | - | - | **04** |
|  | Ms. Thanuja D | 04 | - | - | - | 02 | **06** |
|  | Ms. Malavi Srikar | - | - | 01 | - | - | **01** |
|  | Ms. Shalini M | - | - | - | - | - | **-** |
|  | Ms. Pratyasha J | 02 | - | - | - | - | **02** |
|  | Ms. Kavya S Murthy | 02 | - | - | - | - | **02** |
| **Total** | **12** | **-** | **01** | **-** | **02** | **15** |

1. **Statistics of clinical work for Tele-Intervention:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SI. No.** | **Supervisor** | **Lang** | **Voice** | **Articulation** | **Fluency** | **Resonance** | **Total** |
|  | Dr.Jayashree C.Shanbal(cases reviewed) | 120 | - | - | - | - | **120** |
|  | Dr. Yashaswini R | - | - | - | - | - | - |
|  | Ms. Thanuja D | 37 | - | 09 | - | 05 | 51 |
|  | Ms. Malavi Srikar | 46 |  | 05 | 02 | - | 53 |
|  | Ms. Shalini M | 41 | 03 | 29 | - | - | 73 |
|  | Ms. Pratyasha J | 49 | - | - | - | - | 49 |
|  | Ms. Kavya S Murthy | 44 | - | - | - | - | 44 |
| **Total** | **217** | **03** | **43** | **02** | **05** | **270** |

**Statistics of Tele-services:**

|  |  |
| --- | --- |
|  **Details** | **Total** |
| 1. No. of cases evaluated
 | 7 |
| 1. No. of assessment sessions
 | 12 |
| 1. No. of therapy cases
 | 45 |
| 1. No. of therapy sessions
 | 270 |
| 1. No. of cases discharged
 | 0 |
| 1. No. of cases discontinued
 | 0 |
| 1. No. of Hindi cases
 | 12 |

**Total no. of casess/Sessions for tele-rehabilitation across the globe in January, 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| **Name of the Country** | **No. of Cases** | **No. of Sessions** |
| India | 34 | 197 |
| Qatar | 4 | 22 |
| UK | 2 | 18 |
| USA | 1 | 05 |
| Malaysia | 1 | 04 |
| Australia | 2 | 10 |
| Japan | 1 | 03 |
| **Grand Total** | **45** | **259** |

 |
| **Total no. of casess/Sessions for tele-rehabilitation across the India in January, 2020**

|  |  |  |
| --- | --- | --- |
| **States of India** | **No. of Cases** | **No. of Sessions** |
| Karnataka | 14 | 89 |
| Assam | 03 | 11 |
| Madhya Pradesh | 01 | 09 |
| Uttar Pradesh | 01 | 08 |
| West Bengal | 02 | 13 |
| Maharashtra | 01 | 08 |
| Tamilnadu | 02 | 08 |
| Rajasthan | 02 | 08 |
| Haryana | 01 | 04 |
| Chhattisgarh | 01 | 10 |
| Kerala | 01 | 03 |
| Jharkhand | 02 | 11 |
| New Delhi | 03 | 15 |
| **GRAND TOTAL** | **34** | **197** |

 |

**C) Feedback on connectivity**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Connectivity** | **No. of sessions** |
| 1 | Poor Connectivity | 09 |
| 2 | Good Connectivity | 167 |

**VI. Technological Consultancy Services: Nil**

 **VII EXTRA Curricular Activities: Nil**

**VIII. Eminent VISITORS: NIL**

**IX. STAFF RELATED:**

**X. Any Other:**

**TCPD website:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Webiste** | **Hits of previous month**  | **Number of Hits** | **Enquiries** |
| [www.aiishtcpd.com](http://www.aiishtcpd.com) | 8350 | 8356 | Nil |
| www.aiishtcpdhelpline.in | 27928 | 28366 | Nil |

Dr. Jayashree C Shanbal / डॉ। जयश्री सी शानबाल

 Head -TCPD /केंद्रकेमुख्यस्थ- टीसीपीडी